

EAST WINDSOR HOUSING AUTHORITY
SPECIAL MEETING – JANUARY 3, 2011
MINUTES

CALL TO ORDER AND ATTENDANCE

The meeting was called to order at 7:00 p.m. by Chairman Boutin. Commissioners Lamb and Percoski were present, as well as Richard Pippin our liaison to the Board of Selectman. Commissioners LaMay and Legassie were not in attendance

ADDED AGENDA ITEMS

There were no Added Agenda Items

MEETING MINUTES OF:

Regular Meeting – November 15, 2010

The minutes of the regular meeting of November 15, 2010 were reviewed by all Commissioners present. A motion was made by Commissioner Percoski, seconded by Commissioner Lamb to accept the minutes of November 15, 2010 as presented.

Percoski/Lamb

Unanimous

Special Meeting – November 29, 2010

The minutes of the Special Meeting of November 29, 2010 was reviewed by all Commissioners present. A motion was made by Commissioner Percoski, seconded by Commissioner Lamb to accept the minutes of November 29, 2010 as presented.

PUBLIC COMMENTS

There were no Public Comments.

BILLS AND COMMUNICATIONS

Check Register – November 17 – December 8, 2010

The check register for November 17 – December 8, 2010 was reviewed by all Commissioners present and all questions answered. A motion was made by Commissioner Percoski, seconded by Commissioner Lamb to accept the check register November 17 – December 8, 2010 as presented.

Percoski/Lamb

Unanimous

Bank Reconciliation – November, 2010

The Bank Reconciliation of November, 2010 was reviewed by all Commissioners present and all questions answered.

REPORTS OF THE EXECUTIVE DIRECTOR/RESIDENTS SERVICE COORDINATOR

The RSC position has been advertised in the Hartford Courant and on line and the deadline for resume and cover letter is December 15th. We expect to conduct interviews right after the holidays and hope to have the new staff person on board by January 15, 2011.

I went before the Board of Selectman at their November 16th meeting, along with Karen Boutin, Chairman of the Housing Commission, with the intent to request a reduction in the annual payment in lieu of taxes that the Housing Authority pays to the town. Currently, we pay an annual amount of 10% which amounts to approximately \$25,000 per year. We had intended to request a 1% reduction, beginning in 2011 and 1% each year thereafter, until the payment is reduced down to 5%. We withdrew our request, upon listening to all of the financial challenges that the town is facing, and in light of the fact that the town appears to be willing to revisit assisting the Housing Authority to obtain Small Cities grant funding for 2011. We asked the Board of Selectman to allow the Housing Authority to make the PILOT payment in two installments, including a

payment of 50% in July of 2011 and the remaining 50% in January of 2012. We also asked the Board if we could return in one year to revisit the reduction of the PILOT issue again. The Board agreed to both requests.

To date, the maintenance staff weatherized approximately 30 doors in the apartments. Tenants should be aware that this is just a temporary fix, until such time as doors can be replaced with more energy efficient ones. This improvement is part of the Small Cities funding request, which also includes the remainder of the new roof replacement, new energy efficient windows and new gutters and downspouts to all tenant buildings.

Our annual Christmas Party was scheduled for Friday, December 17th from 11:00 to 1:00 p.m. There is no cost to the residents and we hope that all will attend.

The distribution of the Christmas Baskets took place on Friday, December 17th from 10:00 to 12:00. The Housing Authority apologizes to the residents for the timing of this. The Christmas Party was announced to the residents on December 1st, however the Food Shelf and Human Services has informed us that we are not permitted to distribute to our residents, as we had at Thanksgiving and any resident that wants a basket must go to the Food Shelf to pick it up at that time. We sent out a notice with the details for signing up as soon as we received it. If anyone has any questions about the distribution, they are encouraged to contact Elizabeth Burns at Human Services.

On December 7th USA Hauling and Recycling, our trash service, informed us that we would be receiving new single stream dumpsters on Monday, December 13th. These dumpsters replaced the individual smaller cans, in the dumpster enclosures, eliminating the need for residents to separate their recyclables. Each resident was provided a list of acceptable and unacceptable items for recycling.

Our Maintenance Staff has had to remove some of the fencing that was used to enclose the dumpsters, because some of the sections have

become deteriorated and were starting to fall down. We hope to replace all of the dumpster enclosures over the course of the coming year.

On behalf of all the Housing Authority staff, I want to wish all of our residents best wishes for the Holidays and a Happy New Year.

RESIDENT SERVICES COORDINATOR

Since the last meeting in November, the following things have been accomplished:

Have continued completing and setting up appointments for the Energy Assistance Program.

Coordinated with the Visiting Nurse and Health Services of Connecticut, Inc. to reinstitute the blood pressure and sugar screenings clinics here at Park Hill. They will be once a month on the 2nd Tuesday of the month from 10:00 – 11:00 beginning on January 11, 2011.

Have assisted a tenant with getting her prescription from Wal-Mart as she has just had surgery and is unable to drive.

Assisted in the distribution of the Thanksgiving Food Baskets to the residents of Park Hill.

Assisted the Executive Director with the planning of the Tenants Christmas Party which is scheduled for Friday, December 17th from 11:00 to 1:00.

COMMISSION MEMBERS

Nothing from the commission members.

REPORTS OF COMMITTEES

There were no reports of committees

POLICIES AND PROCEDURES

There were no new Policies and Procedures

UNFINISHED BUSINESS

There was no Unfinished Business

NEW BUSINESS

A) 2011 Meeting Dates

The proposed Meeting Dates for 2011 were reviewed by all Commissioners present. A motion was made by Commissioner Percoski, seconded by Commissioner Lamb to approve the 2011 Meeting Dates.

Percoski/Lamb

Unanimous

PUBLIC OPINION

There were no public comments.

EXECUTIVE SESSION

- a) Tenant Matters/Security Issues**
- b) Land Acquisition**
- c) Pending Legal Matters**
- d) Policies and Procedures**

A motion was made by Commissioner Lamb, seconded by Commissioner Percoski to go into Executive Session at 7:13 p.m. to include the Executive Director, Jennifer DiMauro and the Executive Assistant, Darlene Kelly as needed.

Lamb/Percoski

Unanimous

A motion was made by Commissioner Percoski, seconded by Commissioner Lamb to come out of Executive Session at 8:40 p.m.

Percoski/Lamb

Unanimous

Unanimous

ADJOURNMENT

A motion was made by Commissioner Percoski, seconded by Commissioner Lamb to adjourn the regular meeting of the East Windsor Housing Authority at 8:45 p.m.

Percoski/Lamb

Unanimous

Respectfully submitted,

Darlene H. Kelly
Recording Secretary

